

Title <i>Document Management</i>	Number	CLASS-1000- CLS-PRO- DOCMT
	Type	Procedure
CSC Approval:	Effective Date	03/28/03
CLASS CPMT Approval:	Version No.	1.0

1 OWNER

The Comprehensive Large Array-data Stewardship System (CLASS) Project Manager (CPM) owns this procedure. All proposed changes to this document, with supporting rationale, will be submitted in writing via a Change Request (CR) to the CPM. The CPM will evaluate the request and recommend disposition to the CLASS Configuration Control Board (CCB). If approved, the requested change will be published in accordance with the applicable CLASS project procedures.

2 PURPOSE

This document describes the management and numbering conventions for all CLASS produced documents.

3 RESPONSIBILITIES

3.1 CLASS PROJECT MANAGER

The CLASS Project Manager ensures that the approved document management and numbering procedures are followed for all project-level documents.

3.2 CLASS DOCUMENT MANAGER

The CLASS Document Manager assigns the document sequential number and maintains the information using the DOORS system. The assigned number is provided to the Document Originator.

3.3 CLASS DOCUMENT ORIGINATOR

The Document Originator provides the required input to the Document Manager so that a number can be assigned.

4 PROCEDURE

This section describes the document identification and file number procedures for CLASS documents.

1. A new document has been requested.
2. Document Originator contacts the CLASS Document Manager and provides the following information:
 - Document Name

- System it will be written for (see list in Section 4.1.3).
 - Type of document (see list in Section 4.1.4).
 - Optional Information for the document identifier.
 - Document Originator
 - Version number
3. Once the information is provided the CLASS Document Manager assigns the next sequential number and provides the document originator with the information.

4.1 GENERAL

In accordance with standard practices for document management and version control, documents and files are assigned a unique number by which they are positively identified. This number is referenced in all documents and work products throughout the life of the document.

EXAMPLES

CLASS-1000-CLS-PRO-DOCMT

CLASS-1001-CLS-PLN-CM

ORGANIZATION + NUMBER + SYSTEM + TYPE OF DOCUMENT + OPTIONAL IDENTIFIER

Organ-ization	DCN	Syste m	Doc Type	Optional	Document Name	Create Date	Version Number	Version Date	Document Location	Owner POC
CLASS	1000	CLS	PRO	DOCMT	Document Management Procedure	07 March 2003	0.0	07 March 2003	Owner	Betty Tilley
CLASS	1001	CLS	PLN	CM	Configuration Management Plan	06 July 2002	1.0	07 October 2002	NOAAForge	CLASS

4.1.1 Organization

CLASS (Standard for all CLASS documents)

4.1.2 Sequential Number

Assigned by DOORS, 4-digit number.
1000

1001
1002
1003 etc.

4.1.3 System

(3) Character field; the list will expand as CLASS expands.

CLS= CLASS	
LTA = Long Term Archive	
MDT = Metadata	
NES = NESDIS	

4.1.4 Document Type

This is an initial list of document types and will expand based on the number of documents being written (3) character field.

CTR = Charter	REQ = Requirement
ICD = Interface Control Document	RPT = Report
IRD = Interface Requirements Document	SRS = System Requirements Specification
MOU = Memorandum Of Understanding	STY = Study
PLN = Plan	
PRO = Procedure	WHT = White Paper

4.1.5 Optional Information

This (5) character field is totally optional and is assigned by the originator to further explain the document type. (e.g., DOCMT = Document Management, CM = Configuration Management see section 4.1 above).

4.1.6 Document Name

The document name is user defined with no limit on name length. The document name should adequately describe its contents and use.

4.1.7 Created Date

Created date is the date the sequential number is assigned.

4.1.8 Version Number

The document version number identifies the current state of the document, and is in the form of N.X. This number is incremented whenever a change is made to the document. The document is incremented from version N.X to N.X +1 for minor changes, and is incremented from N.X to

N+1.0 for major changes.

4.1.9 Version Date

Version date changes as the version number changes.

4.1.10 Location of Document

This would reflect where the document is located throughout the life cycle of the document. Baselined documents are posted on NOAAForge. A Work In Progress (WIP) would reside with the originator or group working on the document.

4.1.11 Owner

Original owner is the person or group working with the document. This information is needed in order to identify whom to contact for questions on the document. Once baselined the document becomes the property of CLASS.

5 INPUT

- Documents
- Other products, as required

6 OUTPUT

Assigned document number from the Document Manager.

7 TAILORING

This procedure may be tailored to meet specific project requirements. All requests for tailoring must be submitted to the CLASS Project Manager with supporting rationale. The CLASS Project Manager will evaluate the request and recommend disposition to the CLASS Software Engineering Process Group (SEPG). If approved, the request for tailoring will be documented in project level documentation and must incorporate this CLASS procedure by reference.

8 WAIVERS

Requests for waiver must be submitted in writing to the CLASS Project Manager with supporting rationale. The CLASS Project Manager will evaluate the request and recommend disposition to the SEPG. If approved, the request for waiver will be documented in the technical area Activity Plan (AP).

Change History for CLASS-Document Management

Version #	Date	Change Description/Purpose
0.1	03/07/03	Initial release
1.0	03/28/03	Final release